



DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION AND U.S. ARMY HAWAII
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APVG-CG

01 OCT 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 25th Infantry Division and United States Army Hawaii Policy Letter #36 -
Soldier for Life-Transition Assistance Program (SFL-TAP)

1. References.

- a. 10 U.S. Code §§ 1142-44.
- b. Veterans Opportunity to Work (VOW) to Hire Heroes Act, Pub. L. No. 112-56, Sections 201-256, 125 Stat 711-733 (2011).
- c. Army Regulation (AR) 600-81 (Soldier for Life – Transition Assistance Program), 17 May 2016.
- d. HQDA EXORD 054-12, ISO Army Transition, 29 December 2011.

2. Title 10 U.S.C. 1142-44, the Veterans Opportunity to Work (VOW) to Hire Heroes Act of 2011, HQDA EXORD 054-12, ISO Army Transition, 29 Dec 11, and Army Directive 2014-18, require all Soldiers to complete specific SFL-TAP requirements prior to transitioning from the military.

a. SFL-TAP is a Commander's program that provides timely and effective transition assistance to Soldiers, Army Civilians, and their Families. SFL-TAP plays a vital role towards the Army's retention efforts while also significantly reducing the Army's potential unemployment compensation costs.

b. Early and managed SFL-TAP participation minimizes the impact on unit missions, helps Soldiers to leverage their valuable Army-acquired skills, training, and experience to access higher education or technical training, obtain civilian employment, or start a small business. Moreover, SFL-TAP assists in military recruiting for future generations. Leaders at every level will support SFL-TAP, as it helps the Army conserve fiscal resources, man the force, and take care of our Soldiers.

3. Mandatory SFL-TAP training begins for all Soldiers no later than 12 months prior to their retirement or separation date to enable a smooth transition to civilian society.

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a. Officers and Warrant Officers requesting unqualified resignation or Release from Active Duty (REFRAD) will report immediately to SFL-TAP upon receipt of a Colonel/O6 level commander approval endorsement on their separation packet.

b. Soldiers enrolled into the Integrated Disability Evaluation System (IDES) will begin SFL-TAP immediately.

c. Soldiers being considered for release earlier than their contractual separation date (i.e., Chapters) will be referred to SFL-TAP immediately upon identification as a potential candidate for early release.

d. Soldiers notified of a bar to continue service will report immediately to the Soldier for Life Center to receive mandatory SFL-TAP services.

e. Soldiers and Family Members receiving services or attending classes at the SFL-TAP center will be in uniform or business casual attire.

4. Commanders will ensure that all Soldiers complete the following SFL-TAP career readiness standards prior to separation:

a. Pre-separation counseling, either online at www.sfl-tap.army.mil or by appointment, no later than 12 months prior to separation.

b. Initial Counseling, Individual Transition Plan development, Financial Planning Seminar, and an integrated 12-month post-military budget no later than 10 months prior to separation.

c. Transition Overview Class, Military Occupational Specialty (MOS) Crosswalk Seminar, and Department of Labor (DOL) sponsored 3-day Employment Workshop, no later than 12-9 months prior to separation. Soldiers may be exempted from the employment workshop in the event their company commander provides documentation to the SFL-TAP Center that the Soldier has confirmed employment and/or acceptance into an accredited career technical training, undergraduate, or graduate degree program.

d. Department of Veterans Affairs (VA) Benefits I and II Briefs, and register for eBenefits at www.eBenefits.va.gov no later than 6 months prior to separation.

e. SFL-TAP-approved resume of choice no later than 5 months prior to separation.

f. Soldiers will complete a SFL-TAP sponsored capstone event to confirm that they have completed items 4.a-4.e. above and to ensure they are connected with the

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appropriate interagency parties and resources that provide post-separation benefits, services, and support no later than 90 days prior to separation. Soldiers will e-sign the DD eForm 2648, Pre-separation Counseling Checklist, which verifies that all career readiness standards have been met. The DD eForm 2648 must be e-signed by the company commander and printed for submission to the Transition Center prior to clearing the installation.

g. The Financial Planning Seminar, Transition Overview Class, MOS Crosswalk Seminar, DOL sponsored 3-day Employment Workshop, and VA Benefits I and II Briefs can be completed in either a 5-day consolidated curriculum or over a distributed timeframe, based on mission requirements.

h. Commanders will also ensure that demobilizing and REFRAD RC Soldiers with at least 180 days of active Federal service complete the SFL-TAP career readiness standards 90 days prior to separation. In the event a RC Soldier is being demobilized under circumstances in which operational requirements make the 90 day requirement unfeasible, pre-separation counseling will begin as soon as possible within the remaining period of service.

5. In accordance with the Veterans Employment Initiative, signed into law on 21 Nov 12, SFL-TAP offers Accessing Higher Education, Technical Career Training, and Boots to Business two-day optional career tracks to assist Soldiers with information on these transition paths.

6. In order to maximize program intent, Commanders will:

a. Appoint on orders a Unit Transition Advisor to synchronize the unit's transition program with SFL-TAP.

b. Ensure that all transitioning Soldiers participate fully and meet all transition requirements in accordance with the timelines listed above.

c. Ensure Soldiers preparing to deploy who will have less than 12 months remaining in service upon redeployment receive SFL-TAP pre-separation counseling no later than 90 days prior to deployment.

d. Ensure deploying/deployed Soldiers with an approved retirement or Expiration Term of Service (ETS) are redeployed a minimum of 90 days prior to retirement or ETS to receive mandatory transition services.

e. Exempt Soldiers from unit duties during the mandatory SFL-TAP events and career tracks listed above. Soldiers will not be removed from any mandatory SFL-TAP

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event except in writing or verbal command by the Soldier's company commander or first sergeant to the SFL-TAP Manager. The Soldier must immediately reschedule for any missed training with the SFL-TAP.

f. Appoint an escort for Soldiers considered for separation under AR 635-200, Chapter 5-13 (Personality Disorder), Chapter 7 (Defective Enlistment and Extensions), Chapter 9 (Alcohol or other Abuse Rehab Failure), Chapter 10 (Discharge in Lieu of Trial by Court Martial), Chapter 11 (Entry Level Performance and Conduct), Chapter 13 (Unsatisfactory Performance), and Chapter 14 (Misconduct) separations to their initial visit to the SFL-TAP Center to ensure timely enrollment into the program. For all noncommissioned officers (NCOs) and officers, escorts must hold one rank higher than the separating Soldier. Escorts will remain with the Soldier throughout the SFL-TAP process and required activities.

g. Review the SFL-TAP Commanders Report, distributed monthly, to ensure Soldier enrollment and compliance with the law and this policy.

7. Proponent for this policy letter is Chief, Personnel Services Branch, Military Personnel Division, Directorate of Human Resources at (808) 655-6845.



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Major General, USA
Commanding

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